



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## VOC REHAB BRANCH MANAGER

Job Number: 20001044

Job Code: 47230V000101

Job Group: 4700 - VOCATIONAL REHABILITATION

Job Established: 08/16/2005

Job Revised: 05/16/2008

Grade: 16 Salary (MIN - MID):

\$21,870-\$28,972 - Hourly

\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary

\$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Manages a rehabilitation branch and personnel engaged in the implementation of vocational rehabilitation programs and services for persons with disabilities; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Graduate of a college or university with a master's degree in rehabilitation, rehabilitation teaching or therapy, guidance and/or counseling, psychology, sociology, orientation and mobility, social work, special education, education, education with emphasis in vocational counseling or a related field.

#### **EXPERIENCE:**

Must have five years of professional or administrative experience in a rehabilitation program including two years of rehabilitation management or supervisory experience.

#### **Substitute EDUCATION for EXPERIENCE:**

EDUCATION & EXPERIENCE: A bachelor's degree supplemented by two years of professional experience in rehabilitation counseling, vocational evaluation, supported employment, job placement, rehabilitation technology or a related field will substitute for the required master's degree. EDUCATION: Current certification as a Certified Rehabilitation Counselor (CRC) will substitute for one year of the required experience

#### **Substitute EXPERIENCE for EDUCATION:**

NONE

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Manages and supervises employees and monitors branch activities to ensure that services comply with the Federal Rehabilitation Act of 1973 as amended. Interprets, applies and enforces agency rules, regulations and policies as each relates to the particular program and participates in the development and/or revision of policy and procedures for the particular program area. Applies theories and principles of public administration to plan, develop, administer and coordinate a statewide program(s) of services for individuals with disabilities. Provides administrative direction in implementing or maintaining various specialized technical fields including: services for individuals with severe disabilities, comparable benefits, quality assurance/analysis, affirmative action relating to individuals with disabilities, program evaluation, learning disabilities, program evaluation, learning disability program, deaf/hard of hearing program, administrative reviews, client assistance, social security, workforce investment act, worker's compensation, projects with industry, program planning, staff development, interagency coordination, new program development and preparation of master manual(s) for all rehabilitation programs and supervises and trains staff in areas of expertise. Analyzes proposed legislation relative to cost changes in the programs. Reviews the expenditure of federal funds and provides division director with information on the status of budgets. Gathers information from public and private institutions which have an involvement with the population of individuals with disabilities. Represents the department/office at specified conferences, advisory panels, committees, etc. Acts as an expert witness. Makes presentations and conducts workshops at the local and state levels. Evaluates the performance of employees. Interviews and makes recommendation on potential employees. Counsels with problem employees and initiate disciplinary action when appropriate.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work is performed primarily in an office setting. Occasional travel will be required to coordinate services between customers and the agency.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*